



## Sample application form

# Cooperative Research Centres Round 23 – Stage 2

Version [November 2021]

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

## Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk \* indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

## Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

## Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

## A. Program selection

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Before you start your application, we need to first identify what type of entity is applying.

For your CRC Stage 2 application, when asked if you have an ABN, select “no”.

When asked “what type of entity are you?” select “CRC bid group”.

When asked “Why do you not have an ABN?” select “The organisation is carrying on an enterprise in Australia but has not yet registered for an ABN”

Note: further applicant profile questions requiring an ABN in this section are not relevant for this CRC Grant opportunity.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)  
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

*If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.*

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select – Cooperative Research Centres Round 23 – Stage 2
- Field 2 select – Cooperative Research Centres Round 23 – Stage 2

*When you have selected the program, the following text will appear.*

The Cooperative Research Centres (CRC) Program provides funding for medium to long-term, industry-led research collaborations. You should only complete this form if you are a successful Stage 1 applicant that has been invited to submit a Stage 2 application.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. You should clearly address all matters raised in the feedback provided by the Committee on the Stage 1 application. You will have the opportunity in this Stage 2 process to further demonstrate the need for funding.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

## B. Eligibility

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We will ask you the following questions to establish that you are eligible to submit a Stage 2 application for CRC Round 23.

*Questions marked with an asterisk are mandatory.*

- Were you invited to submit a Stage 2 application for Round 23 of the CRC Program?

*You must answer yes to proceed.*

## C. Applicant address

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Note: please use the proposed address of your CRC here. You will be asked again for this information later in the form.

### C.1. Applicant street address

You must provide your street address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your postal address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

## D. Project information

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The information on this page is provided from your Stage 1 application. Review and update the information as required.

*If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:*

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

## D.1. Project title and description

Provide a Project title \*

*Your response is limited to 75 characters including spaces and does not support formatting.*

*Your project title is your CRC name and must include “Cooperative Research Centre” or “CRC”.*

Provide a brief project description.

*Your response is limited to 750 characters including spaces and does not support formatting.*

*Ensure your project description focuses on your project’s key activities and outcomes. Outline what it is you are going to do and how it will benefit industry.*

## D.2. Detailed project description and key activities

*This information will be included in your grant agreement if your application is successful.*

Provide a detailed description of your project including the project scope and key activities.

*This should include a succinct summary of the proposed CRC, its objectives, research outcomes and impacts including:*

- *the industry problem to be solved*
- *the scope of the CRC; the names and outline of the research programs, research methodology and key activities to address the problem; and any links with growth sectors, including Industry Growth Centres and National Manufacturing Priorities*
- *what does success look like? Provide a clear outline of the outputs of the collaborative research program, including the expected results such as new and/or improved goods, services, processes and/or technologies derived from the CRC.*

*Your response is limited to 5000 characters including spaces and does not support formatting.*

## D.3. Updates from your Stage 1 application

In this section provide your response to Stage 1 feedback and changes to the CRC proposal since the Stage 1 Application. Where applicable:

- provide a response to Stage 1 feedback from the CRC Advisory Committee\*

*Provide a thorough response to any committee feedback, including context and detail. Your response is limited to 10,000 characters including spaces and does not support formatting.*

- provide a summary of any significant changes to your proposal since the Stage 1 application\*

*Include any changes to the research programs, grant request, partners or, contributions below. Your response is limited to 10,000 characters including spaces and does not support formatting.*

- provide a description of any significant developments in your area of research nationally/internationally that impact on this CRC proposal\*

*Your response is limited to 10,000 characters including spaces and does not support formatting*

## D.4. Project duration

*Your project may not be more than 10 years (120 months) in duration. The earliest start date is 1 July 2022 and you must start your project before 31 December 2022.*

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

*The project length will be calculated by the start and end dates you enter.*

## **D.5. Project location**

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

*A project site must be a street address. Do not provide a postal address, institution or building name.*

*Include the proposed location of your CRC headquarters as your first entry.*

- Project site address
- Estimated percentage of project value expected to be undertaken at site

## **E. Research Alignment**

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### **E.1. Growth Sectors**

Indicate the Growth Sectors the CRC will contribute to.

*Further information on Growth Sectors and Industry Growth Centres is available at [www.industry.gov.au](http://www.industry.gov.au).*

### **E.2. Science and Research Priorities**

Indicate the Science and Research Priorities the CRC will contribute to.

*Further information on the Science and Research Priorities is available at [www.industry.gov.au](http://www.industry.gov.au).*

### **E.3. National Manufacturing Priorities**

Indicate the National Manufacturing Priorities the CRC will contribute to.

*Further information on Manufacturing Priorities is available at [industry.gov.au](http://industry.gov.au).*

## **F. Key personnel**

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*Details of key staff, including roles, responsibilities and experience: Key staff must include at a minimum the CRC Board Chair, CEO, and research program leaders. This section may also include other personnel such as directors, business/commercialisation managers and industry leaders. There should be an emphasis in the proposal on relevant experience for the roles.*

*List up to ten people who will be the key personnel in the proposed CRC. The percentage of time commitment to the CRC is based on all commitments, not just research (100% is equal to 1 full time equivalent (FTE)).*

*If the CRC Board Chair, CEO, and research program leader's positions are not currently filled, indicate as 'Not yet identified'.*

## Key Personnel 1

Role

Name\*

% of time commitment to the CRC\*

Organisation\*

Describe relevant experience\*

*The following list of attributes and skills includes both researchers and non-researchers skill base and experience. Address those areas relevant to the role.*

- *details of their specific leadership experience, with an indication of items/projects/enterprises where leadership of both researchers and industry was involved*
- *ability to build and manage collaborations across industry, government, and/or research institutions*
- *relevant experience in identifying, protecting and managing IP and in commercialising research outputs*
- *summary of formal qualifications (including discipline/field, organisation, country, year awarded)*
- *summary of professional experience or track record, academic, research and impact of contribution over the past five years (key positions held, relevant dates, roles, responsibilities and achievements)*
- *summary of contribution to the relevant research field, including evidence of their capacity to conduct high quality, innovative research, and evidence of their national and/or international research standing in areas relevant to the proposal*
- *summary of research supervision and mentoring achievements across their career*

*Your response is limited to 5000 characters including spaces and does not support formatting.*

Describe contribution to CRC\*

*Based on the above information, detail the key personnel's roles and the contribution they will make to the proposed CRC's activities. Include which research programs they will be involved in (e.g., Research Program 1 and Research Program 3).*

*Explain how their time commitment will be structured (e.g., does 0.5 FTE mean 2.5 days per week or six month continuous period), how this will be managed, and justify their capacity to support the proposed CRC. Detail other commitments external to the CRC which the key personnel will be involved in.*

*Your response is limited to 5000 characters including spaces and does not support formatting.*



## G. Project budget

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*Total Commonwealth funding sought - Enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.*

*Partners are required to contribute total cash and in-kind resources at least equal to the grant funding sought. Each partner is required to make contributions to the CRC and must provide a completed Partner Declaration to be attached to the application (refer to [business.gov.au](http://business.gov.au) or the GrantConnect website for the template). The Partner Declarations must be submitted in the format provided and not amended in any way. At Stage 2 only provide Partner Declarations for new partners or where contributions have changed from the Partner Declaration submitted at Stage 1.*

*Later in this form you will upload your CRC Budget and Milestones spreadsheet. This includes an annual breakdown of expenditure and partner contributions, as well as milestones over the life of the CRC.*

*The total contributions of each partner in the CRC Budget and Milestones spreadsheet must match the total partner contributions in the signed Partner Declaration.*

*The partner and third party totals from your CRC Budget and Milestones spreadsheet will be used to fill the tables below.*

*Total partner contributions – Provide the total of all partner contribution amounts over the life of the CRC for cash, staff FTE dollar value, and non-staff in-kind dollar value.*

*Total Third Party contributions - Provide total third party contribution amounts over the life of the CRC in the categories of cash, staff FTE dollar value, and non-staff in-kind dollar value.*

*Note: Partner cash contributions are cash monies provided by project partners to a CRC for the purposes of undertaking the agreed CRC project; In-kind contributions are the non-cash contributions; Staff FTE dollar value is calculated using the labour calculations in Appendix B of the grant opportunity guidelines. Allowable in-kind contributions are detailed in Appendix C of the grant opportunity guidelines.*

*Third party organisations do not need to supply a Partner Declaration. They may be small contributors, parties involved for short periods, or organisations unable to provide a Partner Declaration. Any specified Third Party contributions will not be used for eligibility purposes when ensuring matching funding to the grant request.*

*Total Project Cash Expenditure is equal to Partner Cash, Third Party Cash and Grant Funds.*

*Due Date – put in the end date of the CRC which you use on the Project Information screen.*

### Project Budget Summary

- Total Project Cash

Total Commonwealth Funding Sought (\$AUD and GST exclusive)\*

Total partner contributions

- Cash
- FTE value
- Non-staff In-kind

Total third party contributions\*

- Cash
- FTE value
- Non-staff In-kind



## H. Additional Contact

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### Additional Contact

Your primary contact is recorded later in the form. The additional contact will only be used if necessary.

- Title
- Given name
- Family name
- Position title (with Organisation)
- Email address
- Phone number
- Mobile number
- Address

Sample

# I. Application finalisation

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You must answer the following questions and add any supporting documentation required.

## I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

*Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

*Your response is limited to 750 characters including spaces and does not support formatting.*

## I.2. Supporting documentation

You should only attach documents that we have requested.

For assistance with any technical issues experienced while completing this application form or attaching documents, please contact [business.gov.au](http://business.gov.au) or on 13 28 46.

*The attachments that must be uploaded in this form are the CRC Budget and Milestones Spreadsheet (Stage 2), Impact Tool and signed Partner Declarations for all additional/updated partners listed in the application. The templates for the Partner Declaration, Financial Data and Milestones Spreadsheet and Impact Tool are available at [business.gov.au](http://business.gov.au). Any additional attachments other than those listed above will not be considered as part of the application and will not be considered by the CRC Advisory Committee.*

*Filenames must be less than 40 characters long.*

You must attach the following supporting documentation:

- **Impact Tool**  
*You must provide a completed Impact Tool which is a structured presentation of the pathway from the CRC's inputs to its impacts. The template is available from [business.gov.au](http://business.gov.au).*
- **CRC Budget and Milestones Spreadsheet (Stage 2)**  
*You must provide a completed CRC Budget and Milestones Spreadsheet which is a detailed breakdown of project milestones, partners, partner contributions and eligible expenditure over the life of the project. The template is available from [business.gov.au](http://business.gov.au).*
- **Partner Declarations.**  
*You must provide signed Partner Declarations for all partners on the template from [business.gov.au](http://business.gov.au). At Stage 2 only supply Declarations for new partners/changed contributions. Detail removed partners in 'updates from Stage 1'.  
You can group Partner Declarations together provided attachment size limits are not exceeded. Each document is limited to 2MB and the total attachment limit is 20MB.*

## I.3. Your ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for **your CRC's primary target industry.**

Provide from a drop-down menu your Australian and New Zealand Standard Industry Classification:

- ANZSIC Division
- ANZSIC Class

#### I.4. Indigenous organisation

Provide information on **your CRC's** indigenous ownership or control.

Is your organisation Indigenous owned?

*An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.*

Is your organisation Indigenous controlled?

*An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.*

#### I.5. Foreign ownership or affiliation

Is your or any of your partner organisations foreign owned? Are you, your organisation, major shareholders and any individuals participating in the project affiliated with foreign governments, organisations, institutions, companies or a member of foreign government talent programs?

*You must disclose all foreign ownership (including foreign government ownership), affiliations with foreign governments, organisations, institutions or companies, or membership of foreign government talent programs. If this is the case, you must provide advice to the department regarding the matter for consideration.*

*Your response is limited to 2000 characters including spaces and does not support formatting.*

#### I.6. Disclosure of Commonwealth, State or Territory financial penalties

Have any of your or your partner board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity?

*You must disclose whether any of your or your partner's board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.*

*Your response is limited to 2000 characters including spaces and does not support formatting.*

## J. Primary contact

The primary contact is the person authorised to act on behalf of the applicant. All correspondence (including legal documentation) relating to this application will be directed to this person, not the person who submitted the application.

Note you must provide at least one phone or mobile number. Other than Title, all the remaining fields below are mandatory unless stated otherwise. The details include

- Title
- Given name
- Family name
- Position title (with Organisation)
- Email address
- Phone number
- Mobile number
- Business postal address of the primary contact
- Address Details

## K. Application declaration

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In order to submit your application you will be required to agree to the following declaration.

### K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### K.2. Applicant declaration

I declare that I have read and understood the [grant opportunity guidelines](#), including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people engaged on this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.